

Agent Frank V. Russo	Date 08/01/2002	Time 1:47pm
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Plan: Listing -Photo/HB/VT

Date+/-	Activity	Description Letter	Assigned To	Priority
0 Day	To Do	Work Order -- Sign Up	Charlotte Hoover	High
0 Day	To Do	Has Lockbox been Installed	Charlotte Hoover	High
0 Day	To Do	Enter In MLS	Charlotte Hoover	High
0 Day	To Do	Print 5 Copies Of MLS For Staff	Charlotte Hoover	High
0 Day	To Do	Print copy of contact summary report	Charlotte Hoover	High
0 Day	To Do	Page Buyer's Specialist To Preview Home	Charlotte Hoover	High
0 Day	To Do	Take Copy Of File To Administration	Charlotte Hoover	High
0 Day	To Do	Mail Clean Kids Club Packet	Charlotte Hoover	High
0 Day	To Do	Record Listing In Excel Statistics	Charlotte Hoover	High
0 Day	To Do	Print Active Listing Phone Book 4 Frank	Charlotte Hoover	High
0 Day	To Do	Input Family Information	Charlotte Hoover	High
0 Day	To Do	Check MLS for Typing errors & Accuracy	Charlotte Hoover	High
0 Day	To Do	File copy of MLS In File	Charlotte Hoover	High
0 Day	To Do	Delete old plans from contact card	Charlotte Hoover	Low
0 Day	Call	Call Client & Introduce yourself	Charlotte Hoover	High
0 Day	To Do	Send New Listing Card	Charlotte Hoover	Low
0 Day	To Do	Call Capital for Lot Size & Deed	Charlotte Hoover	Low
0 Day	To Do	Letter Describing Team/Process	Charlotte Hoover	Medium
0 Day	To Do	Order Virtual Tour	Charlotte Hoover	High
0 Day	To Do	Send "Intro Card"	Charlotte Hoover	Medium
0 Day	To Do	Write CBS Lockbox Number on File	Charlotte Hoover	Medium
0 Day	To Do	Virtual Tour - Update MLS see notes	Charlotte Hoover	Medium
0 Day	To Do	Make Copy of Key for File	Charlotte Hoover	Medium
0 Day	To Do	Launch "EFrogg" -- If Applicable	Charlotte Hoover	Medium
0 Day	To Do	Order AHS Warranty	Charlotte Hoover	Medium
1 Day	To Do	Upbad Photo to MLS Listing	Charlotte Hoover	Medium
1 Day	To Do	Upbad Photos to Website	Charlotte Hoover	High
1 Day	To Do	Upbad Photos To Agent 2000	Charlotte Hoover	High
1 Day	Undef Mail	Brochure/Fax Feedback	Charlotte Hoover	Low